

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST ABUJA, NIGERIA	2. AGENCY USAID	3a. POSITION NO.
3b. SUBJECT TO IDENTICAL POSITIONS? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No Agencies may show the number of such positions authorized and/or established:		

4. REASON FOR SUBMISSION
<input type="checkbox"/> a. Reclassification of duties: This position replaces Position No.: _____ Title: _____ Series: _____ Grade: _____
<input checked="" type="checkbox"/> b. New Position
<input type="checkbox"/> c. Other (explain):

5. CLASSIFICATION ACTION	Position title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority:	Shipment and Travel Assistant, FSN – 905	FSN-7	<i>Stephanie L. Robinson</i>	<small> DN: cn=Stephanie L. Robinson, ou=ICTM/HCS, email=strolinson@usaid.gov, c=US Date: 2016.10.14 11:18:41 </small>
b. Other:				
c. Proposed by Initiating Office:	Shipment and Travel Assistant, FSN – 905	FSN-7		

6. POST TITLE POSITION (if different from official title) IP Shipment and Travel Liaison	7. NAME OF EMPLOYEE
8. OFFICE/SECTION: USAID/Nigeria b. Second Subdivision: Executive Office	a. First Subdivision: c. Third Subdivision:

APPROVALS AND SIGNATURES SECTION	
9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
Typed Name and Signature of EMPLOYEE _____ Date (mm-dd-yy) _____	Typed Name and Signature of SUPERVISOR _____ Date (mm-dd-yy) _____
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
Typed Name and Signature of SECTION CHIEF or AGENCY HEAD _____ Date (mm-dd-yy) _____	Typed Name and Signature of Executive Officer _____ Date (mm-dd-yy) _____

13. BASIC FUNCTION OF POSITION

The purpose of this position is to serve as a IP Shipment and Travel Liaison for the Executive Office, USAID Nigeria. The incumbent performs a variety of duties (for Implementing Partners [IPs]) relating to shipping and logistics responsibilities, including but not limited to facilitating clearance of incoming shipments, arranging the export formalities on outgoing shipments, travel, logistics and principally acting as a liaison between USAID Nigeria and all of its IPs on administrative and logistical issues. The incumbent also assists Travel Assistant with arrangement of in-country and international travel on behalf of Mission staff.

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME**

a. Receives notice of incoming shipments, collects Ocean Bills of Lading/Airway Bills and other support documentation, and sends them to the Ministry of Budget and National Planning (MBNP) for forwarding to the appropriate Ministry in order to obtain necessary exemption documents for the clearance of goods. Follows up with MBNP to see that exemption documents are obtained promptly, and resolves any problems that arise. Upon receipt of documents, arranges for exemption documents to be handed over to shipping agents for the clearance and delivery of shipments to the appropriate locations. Receives shipments and ensures integrity of items shipped. Maintains an inventory of items purchased and shipped, collaborating with the General Services Office (GSO) - Shipping and Warehouse staff, as necessary. Reviews Clearing Agent authorized third party bills to ensure they are consistent with approved USG rates for clearing goods, and forwards bills to the appropriate IP for settlement. (30%)

b. Acts as liaison between USAID/Nigeria and all IPs on issues including, but not limited to:

- Prepares Introduction Letters to Nigerian Embassies abroad, requesting issuance of various visa (Subject to Regularization, Business, and Tourist) for IP and non-diplomatic staff of USAID, and follows through to ensure visas are obtained promptly, resolving problems that may arise.
- Regularizes the stay of expatriates (e.g. IP expatriates and non-diplomatic staff of USAID) after their arrival in Nigeria, and facilitates issuance of multiple-entry visas and CERPACs (Resident Permits), by requesting MBNP to issue a letter of request to the Nigerian Immigration Service (NIS). Upon receipt of the letter from MBNP, follows the request up with the Nigerian Immigration Service and ensures all relevant visas and permits are issued.
- Processes renewal/extension of Visas, business permits, and resident permits for expatriates (IP and non-diplomatic staff of USAID);
- Facilitates registration of IPs with the Ministry of Budget and National Planning (MBNP);
- Processes VAT exemptions and other tax-related issues;
- Facilitates shipping and transportation (of official commodities, pets, Household Effects, Unaccompanied Baggage, or Personally-Owned Vehicle);
- Facilitates registration of Official Program Vehicles with the Federal Road Safety Commission;
- Facilitates processing of Pet Import/Export Permits from the Ministry of Agriculture;
- Troubleshoots Aviation/Airport issues;
- Processes applications for program vehicle insurance, and advises on Nigerian Government policies related to this action
- Handles all issues relating to the transfer and sale of POVs for IPs.
- Facilitates obtaining branding labels for IPs, and tags for project vehicles, POVs, and processing of drivers licenses for non-diplomatic staff of USAID.
- Handles all administrative and logistics support requested by IPs, as time permits. (30%)

c. Develops contacts with host-government officials (especially with the officials of MBNP and NIS), handling issues affecting IP operations in Nigeria. Develops and maintains a data base showing contact information for the host-government officials mentioned above, to include names, addresses, telephone numbers, Ministry, etc. The data base is updated on a regular basis. (20%)

d. Serves as a backstop and assistant to the Travel Assistant. Duties include but are not limited to processing international and in-country travel requests and authorizations using Agency-approved software (e.g. EXOApps and E2). Liaises across Mission offices to coordinate scheduling and paperwork for approval of in-country travel. Coordinates with RSO Liaison to track approval/denial rates for in-country travel. (20%)

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Minimum of College/University studies in Public Relations, Business Administration, Transportation Planning and Management, Supply Chain Management or related courses is required. Educational equivalents will not be accepted.
- b.
- c. **Prior Work Experience:** Minimum of three years of progressively responsible experience in any of the following: Shipping, Transportation, Travel, Clearing, or Logistics industry is required.
- d. **Post Entry Training:** Self-study of the ADS and FAM regulations, on the job.
- e. **Language Proficiency** (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level IV English ability (fluent) is required.
- f. **Job Knowledge:** A good working knowledge of host government standardized regulations and procedures regarding shipping and custom clearance are required.
- g. **Skills and Abilities:** Must possess advanced liaison skills to tactfully and effectively deal with host country customs and government officials, IP staff/ Chiefs of Party, US Embassy personnel, and other USG personnel and visitors. Must be able to provide routine status reports to supervisor and Supervisory EXO, as requested.

16. POSITION ELEMENTS

- a. **Supervision Received:** The incumbent is directly supervised by the Deputy Executive Officer. However, the incumbent works alongside the Senior Shipping and IP Liaison Assistant to accomplish his/her duties and responsibilities. The incumbent is considered to be knowledgeable in his/her area especially in Customs, MBNP, and Airport issues and is relied upon to work with relative independence.
- b. **Supervision Exercised:** None
- c. **Available Guidelines:** USAID regulations with particular reference to ADS and 6 FAM, 6 FAM, and host government customs regulations.
- d. **Exercise of Judgment:** A high level of discretion and judgment is required in dealing with host-government officials, shipping agents, contractors, implementing partners, US Embassy / General Services / Shipping, etc.
- e. **Authority to Make Commitments:** The incumbent is not authorized to commit USG funds. However, within the context of the job the incumbent must often advise clients and others of when certain matters will occur, what the outcome will be, and what is required for successful outcomes. In addition, the incumbent will certify that certain activities (pack-outs, etc.) are complete so that shipping companies may receive prompt payments.
- f. **Nature, Level, and Purpose of Contacts:** Within USAID the incumbent will have periodic access to all levels of Mission management, to IPs, with working-level host-government officials, and with a wide variety of local contractors and shipping agents. The purpose of most contacts is to obtain clearances and services.
- g. **Time Expected to Reach Full Performance Level:** One year.